

PROFORMA FOR INSPECTION REPORT

1. Name and address of the voluntary organisation inspected :
2. Date of Establishment :
3. Registration No. & Date under the Registration of Societies Acts. :
4. Source of Income :
5. Date of Inspection/Visit :
6. How many Centres have been set up by the Organisation and the number of old age Persons each centre :
7. Age Group of the Older Persons :
 1. The details of facilities and Service provided by the organisation for the Aged :
 2. Has the organisation made arrangements for Medical checkup and treatment of the Aged. :
 3. The details of nutrition support being provided to maintain the requisite level of physical and mental efficiency of the Aged. :
 4. What has been done by the organisation Regarding advocacy for welfare of Older Persons and the steps taken to prevent Harrassment of the Aged. :
 5. Whether proper and up to date records of Grant-in-aid received and expenditure Incurred has been maintained. :
 6. Whether the year wise grants already Released to the organisaation have been Properly utilised, if so, a copy of the Utilisation Certificate duly certified by Chartered Accountant may be submitted by it.:

7. The details of arrangements made for entertainment and vocational training of Aged :
8. Infrastructure available
- i) land – owned/rented area if owned, rent if rented :
 - ii) buildings – owned/rented area if owned, rent if rented :
 - iii) recreation facility :
16. Details of staff :
17. Contact person with Phone No./Fax No. etc. :
18. Name of the bankers with Account Number :
19. Detailed Comments/recommendations
(Here the inspecting officer should give his/her comments on the overall working of the organisation and his/her specific recommendation for the confirmation of Government. :

Signature :

Name and Designation :

District :

State :